

15 January 1957

DD/3 Office Memorandum

SUBJECT: Office Routine and Procedures

This memorandum sets forth procedures for the immediate office of the DD/S on matters pertaining to (a) the processing of correspondence and material in and out of the Office of the DD/S, (b) the handling of suspense items, and (c) a newly established routine for Staff Officers meeting with the DD/S and ADD/S.

1. INCOMING MATERIAL

25X1A9a

All incoming correspondence and material, except as noted under EXCEPTIONS below, will be forwarded immediately to [REDACTED]. This includes material addressed to individuals or for the attention of certain individuals unless such material is marked "EYES ONLY" or "Personal." (See EXCEPTIONS below)

a. EXCEPTIONS

25X1A2d3

(1) EYES ONLY [REDACTED] and Personal Material.

25X1A2d3

All EYES ONLY and [REDACTED] material addressed to the DD/S will be forwarded directly to [REDACTED]. Other EYES ONLY and [REDACTED] material will be routed to the individual to whom addressed. All material marked "Personal" will be routed to the individual to whom addressed.

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(2) Material from the Director's Office

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All material received from the Director's [REDACTED]

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Office will be forwarded directly to [REDACTED]

It will be [REDACTED] responsibility to determine what items should be brought to the immediate attention of the DD/S. Other material not requiring immediate DD/S attention will be forwarded promptly to Mr. [REDACTED] for action. Miss [REDACTED] will also advise Mr. [REDACTED] the nature of any material given to the DD/S.

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No Change in Class.

Declassified

335. Checked 16 T3

Next Review Date: 15 JAN 1979

Auth.: 1 Date: 24

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**2. OUTGOING MATERIAL**

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All outgoing correspondence and material except as noted under EXCEPTIONS below will be forwarded through Mr. [REDACTED] to the Registry. All material addressed to the DCI or DDCI and all correspondence directed to other agencies, or external organizations prepared for DD/S, DCI, or DDCI signature will be reviewed by Miss [REDACTED] prior to forwarding.

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**a. EXCEPTIONS**

**(1) EYES ONLY and [REDACTED] Material**

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EYES ONLY and [REDACTED] material will be forwarded directly to Registry.

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**3. SUSPENSE ITEMS**

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a. Mr. [REDACTED] is designated as the focal point or clearing house for the establishment of and follow-up on all suspense items. This does not mean that Special Assistants to the DD/S or others may not establish suspense dates for material they are handling, nor does it mean that they are prohibited from following up suspense items. However, before checking with components to determine the status of an outstanding item Mr. [REDACTED]

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[REDACTED] should first be consulted to ascertain if he has any information on the status of the material. Centralizing of this function is also desirable to reduce the number of incidents of more than one person checking on the same item. The present procedural steps followed by the DD/S Registry in recording and keeping a record of all items on suspense is unchanged.

**4. DAILY MEETINGS WITH DD/S AND ADD/S**

In an effort to conserve time and expedite our work, the DD/S and the ADD/S will be available at noon each day for a meeting with Officers on the immediate Staff. All of these meetings will be attended by Messrs. [REDACTED] who will use this time to advise the DD/S and ADD/S of incoming material being processed and present to them for their approval any items on hand. Other Staff Officers need only attend these meetings when they have items to take up with DD/S or ADD/S or when requested.

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L. K. WHITE  
Deputy Director  
(Support)

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